

7 JUL 1990

CHAPTER 5

APPENDIX B

SAMPLE LETTER FOR A MEMBER CONFINED IN, OR UNDERGOING TREATMENT
AT A GOVERNMENT OR CIVILIAN HOSPITAL ON THE DATE OF TERMINATION
OF ACTIVE DUTY

4650
Office Code
SSN
Date

CAPT John Q. Public, USN (TDRL)
0000 Street Name
City, State ZIP

Dear Captain Public:

In response to your recent letter, if you have not already been provided transportation at government expense incident to your placement on the Temporary Disability Retired List, the time limit for you and your dependents to travel to your home of selection is extended until 1 year after the date of completion of medical treatment.

The Commanding Officer, Naval Transportation Support Center, Norfolk, Virginia concurs in this extension for the shipment of household goods provided you have not already shipped household goods at government expense incident to your being placed on the Temporary Disability Retired List.

Use a copy of this letter, your original orders placing you on the Temporary Disability Retired List, and a statement from the doctor or hospital showing that you were hospitalized or undergoing medical treatment on the last day of active duty, and that you have been under continuous treatment since that date, to support your request for transportation to your home of selection and the application for shipment of household goods.

Sincerely,

NAME
TITLE

Copy to:
CHNAVPERS (Pers-201)
NAVTRANSSUPPCEN NORFOLK VA